

How To Print General Ledger Reports

There are three ways to preview/print General Ledger Reports.

1. First, is through **General Ledger > Reports** menu. From this folder, you can select and then double click the report menu to open **Report Parameters** screen. The reports displayed on this menu are based on the user menu assigned to a user.
2. Second, through **Report Manager**. To open this screen, go to **System Manager> Report Manager** menu. Select **General Ledger** from **Group** section to show all General Ledger reports. Select a report then click **Print** toolbar button to open **Report Parameters** screen.
3. Third is via **Financial Report Designer**. To open this, go to **Financial Reports** menu.